

Emergency Justification Form

Requisition #: REQ1801377      Date: 6/22/18      Amount of Purchase: \$1,000.00      EMG: FY17/18-115

Department: DETENTION CENTER      Vendor: TRANE

This form has been designed to assist all San Miguel County employees in providing information necessary in the processing of an emergency requisition of products and/or services. Please complete and forward to the Finance Department along with your Purchase Requisition.

Departmental Responsibilities:

1. State the reason for the emergency purchase by explaining what the emergency is and/or what caused the emergency situation. **The HVAC Unit in one of the facilities housing units has become inoperable. Normal wear and tear of equipment is the cause.**
2. State the financial or operational damage/risk that will occur if needs are not satisfied immediately (do not simply say there will be a loss or some damage): **This causes an extremely uncomfortable living condition for the detainees housed within that unit. Being uncomfortable may cause inmates to become agitated and can cause a hostile and unsafe environment to other inmates as well as staff.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **The HVAC Unit is not monitored or serviced. This is an unforeseen situation.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): Vendor selection is random. **Trane is the original installer of the units and is the responsive vendor.**

I certify that the above statements are true and correct, and that no other material fact or consideration offered or given has influenced this recommendation for an emergency procurement.

Submitted by:

\_\_\_\_\_  
Elected Official/Department Supervisor      6/22/18  
Date

\_\_\_\_\_  
County Manager      6/25/18  
Date

FINANCE DEPARTMENT USE ONLY:	
Approved By: _____ Finance Department	Date: <u>6/25/18</u>
Emergency #: <u>115</u>	